



165 S. FOURTH STREET
STE. GENEVIEVE, MISSOURI 63670
TELEPHONE: (573) 883-5400 FAX: (573) 883-8105

February 20, 2013

Dear Consultant:

The City of Ste. Genevieve is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 3 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and be submitted with your firm's Letter of Interest. It is also required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#).

We request all letters submitted to Pam Meyer, City Clerk by 5 pm on March 18, 2013 at 165 S. Fourth St., Ste. Genevieve, MO 63670.

Sincerely,

Martin Toma
City Administrator

Attachment

City of Ste Genevieve	
Federal Aid No.:	STP-9900(061)
Location:	Between Parkwood Dr. and Progress Park Dr.
Proposed Improvement:	Ten foot wide, concrete, hiking and biking trail that connects two city streets.
Length:	3,120 feet
Approximate Construction Cost:	\$268,000.00
DBE Goal Determination	0 %
Consultant Services Required:	The preparation of conceptual plans, preliminary plans, right-of-way plats and drawings and final contract plans. Perform surveying for the right-of-way, the design and the construction of the project. Assist with right-of-way acquisition. Prepare and submit necessary permits and, contract document. Assist with the bidding process for ADA compliance and preparation of PS&E, final documents. Work with contractor on behalf of the City. Assist with preconstruction conference, perform construction staking, periodic site inspection, prepare change orders, inspect construction materials and conduct construction testing and inspection. Be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.
Other Comments:	
Contact:	Martin Toma, City Administrator 165 S. Fourth St. Ste. Genevieve, MO 63670 573-883-5400 Mtoma@stegenevieve.org
Deadline:	5:00 PM, March 18, 2013
Submit <ul style="list-style-type: none"> Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two copies of the letter interest should be received at the address and by the time specified. 	

Pursuant to the Brooks Act for Consultant Selection 50 pts. will be awarded for Experience and Technical Competence, 30 pts. for Capacity and Capability, and 20 pts. for Past Record of Performance.